

# Candidate Report

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## At a glance

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### Candidate details

<b>Candidate full name:</b>	<b>Mr Joe Bloggs</b>
<b>Date of birth:</b>	18/06/1975
<b>Address:</b>	24 Dartmouth Way, Manchester, M39 3WE

### Report details

<b>Report on behalf of:</b>	<b>Sample Customer Ltd</b>	<b>Total Pages</b>
<b>Reference number:</b>	12345678	<b>8</b>
<b>Date check request submitted:</b>	18 <sup>th</sup> August 2011	
<b>Date report completed:</b>	1 <sup>st</sup> September 2011	

### Check outcome

Check	Status
Standard Employee Credit Check	Pass
Identity and Address Check	Pass
Employment Reference 1: Example Co Ltd	Pass
Employment Reference 2: Imaginary Consulting LLP	Pass
Driving Licence Check	Pass
Qualifications Check	Pass
Basic Criminal Records Check	Pass

## Important – please read

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The information contained within this report is intended for use by the named client as part of a wider candidate assessment during the recruitment process. Recruitment decisions should be based on all the information gleaned from the selection process and not just that included within this report.

Aaron Wallis and its agents collect the data to build candidate reports from a variety of sources that may in turn collect their data from numerous sources. As such it is impractical to verify or warrant the accuracy of the data within this report. By using the Aaron Wallis screening service you acknowledge your acceptance of these risks.

## In detail

### Standard Employee Credit Check

#### Court and Insolvency data – summary

Publicly available financial information from the last 6 years is searched. Know Your Candidate automatically searches forward and previous address links from the candidate's address provided.

Are there any Court and Insolvency records present for this candidate?	<b>YES</b>
County Court Judgements (ENG, WAL, NI) / Scottish Decrees	<b>YES</b>
Individual Voluntary Arrangements (ENG, WAL, NI) / Protected Trust Deeds (Scotland)	<b>NO</b>
Bankruptcy Orders / Sequestration Orders (Scotland)	<b>NO</b>

#### Court and Insolvency data - detail

Type	Code	Date	Value	Satisfied	Court	Address Registered Against
County Court Judgement	HJHKM	30/04/07	£1737	NO	Leeds	Current – 24 Dartmouth Way, Manchester, M39 2WE

#### Notice of Correction (NOC)

Individuals have a statutory right to enter a Notice of Correction on their Credit File. They are typically entered by individual's to explain disputes or provide a brief explanation of why negative data exists on their file.

Has the candidate entered a Notice of Correction?	<b>YES</b>
Notice of Correction text:	<i>"I would like potential creditors and lenders to note that the county court judgement and late payment history occurred due to fraudulent activity by my accountant. This meant that I had to direct funds from other payments to meet my mortgage. My credit rating was very good prior to this incident. Arrangements have been made to re-adjust our monthly payments" – Signed Joe Bloggs 01/05/2007</i>

#### Electoral Roll registration history

Only the Edited Version of the Electoral Roll can be used for employment screening purposes. Citizens can choose to 'opt-out' of having their name displayed on the Edited Electoral Roll. The average opt-out rate across all UK local authorities is 45%.

<b>Address</b>	24 Dartmouth Way, Manchester, M39 2WE		
<b>Candidate confirmed resident</b>	YES	Years since last entry	0
<b>Dates</b>	2006 – 2011	Length of residence	5 years
<b>Linked address(es)</b>	YES		
<b>Address</b>	237 High Street, Newhampton, NH15 3BH		
<b>Dates</b>	1999 – 2006		

# Identity and Residency Check

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## Identity validation - summary

Is the candidate's identity validated?	<b>YES</b>
How many pieces of data support the validation?	<b>11</b>
Oldest data that supports the identity	Active credit account opened 6Y 9M ago

## Identity validation – data item breakdown

Active credit accounts	5
Closed credit accounts	3
Credit account applications within last 12 months	2
Court and Insolvency records	0
Electoral Roll* <small>The date of birth is captured for all 17 year olds who will attain the right to vote in the next 12 months</small>	1

## Residency validation - summary

Is the candidate's residency validated?	<b>YES</b>
How many pieces of data support the validation?	<b>8</b>

## Residency validation – data item breakdown

Active credit accounts (accounts updated within the last month)	5 (5)
Credit account applications within last 12 months	2
Court and Insolvency records within last 12 months	0
Electoral Roll*	1

## Alert indicators

Registered as deceased	NO
Alias names	NO

\* Only the Edited Version of the Electoral Roll can be used for employment screening purposes. Citizens can choose to 'opt-out' of having their name displayed on the Edited Electoral Roll. The average opt-out rate across all UK local authorities is 45%.

## Employment Reference Check

### Employment Reference 1 – detail

<b>Organisation name</b>	Example Co. Ltd
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	Information given by candidate	Information from referee
<b>Position held</b>	Sales Manager	Discrepancy – Business Development Executive
<b>Employment start date</b>	September 2006	Confirmed - 26 <sup>th</sup> September 2006
<b>Employment end date</b>	June 2008	Discrepancy – 16 <sup>th</sup> March 2008
<b>Reason for leaving</b>	Resigned	Confirmed

### Employment Reference 1 – additional information

Additional Information Obtained:		Notes:
Overall work performance	Good	Tim Barrow remembers the candidate well and said during his time with Example Co. Ltd he was well liked and developed some really strong customer relationships and delivered well against target.
Attendance & reliability	Good	
Ability to work with others	Good	
Honesty & integrity	Good	
Attitude & conduct	Good	
Disciplinary action taken	None	
Re-employ?	Yes	
Sick days in last 12 months	None	
Parental leave in last 12 months	None	

### Employment Reference 1 – audit trail

<b>Information confirmed by</b>	Tim Barrow, HR Manager, Example Co. Ltd, based Hull, UK
<b>Method</b>	Telephone
<b>Time / date</b>	10:47 AM Friday 26 <sup>th</sup> August 2011

## Employment Reference Check

### Employment Reference 2 – detail

<b>Organisation name</b>	<b>Imaginary Consulting LLP</b>
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	<b>Information given by candidate</b>	<b>Information from referee</b>
<b>Position held</b>	Consultant – Public Sector	Consultant – Public Sector
<b>Employment start date</b>	October 2009	3 <sup>rd</sup> October 2009
<b>Employment end date</b>	January 2011	21 <sup>st</sup> January 2011
<b>Reason for leaving</b>	Made redundant	Confirmed

### Employment Reference 2 – additional information

<b>Additional Information Obtained:</b>		<b>Notes:</b>
Overall work performance	No data provided	It is the policy of Imaginary Consulting LLP only to provide basic employment details within references. The reference was supplied via fax (attached).
Attendance & reliability	No data provided	
Ability to work with others	No data provided	
Honesty & integrity	No data provided	
Attitude & conduct	No data provided	
Disciplinary action taken	No data provided	
Re-employ?	No data provided	
Sick days in last 12 months	One	
Parental leave in last 12 months	None	

### Employment Reference 2 – audit trail

<b>Information confirmed by</b>	Zoe Hall, HR Executive, Imaginary Consulting LLP, London, UK
<b>Method</b>	Fax
<b>Time / date</b>	11:15, Thursday 1 <sup>st</sup> September 2011

## Driving Licence Check

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### Driving Licence Check - details

<b>Licence number</b>	<b>BLOGGS706185J99YV</b>
<b>Licence number correct</b>	YES
<b>Full or provisional licence</b>	FULL
<b>Address on licence</b>	24 Dartmouth Way, Manchester, M39 2WE

### Driving Licence Check – Endorsements and Penalty Points

<b>Offence code / description</b>	<b>Offence Date</b>	<b>Endorsement expiry</b>	<b>Points</b>
SP30 – exceeding statutory speed limit on a public road	05/03/2008	05/03/2012	3
TS10 – failing to comply with traffic light signals	09/07/2010	09/07/2014	3
<b>Total Points</b>			6

### Driving Licence Check – audit trail

<b>Information confirmed by</b>	Jack Jones, Driver Licence Validation Service Team, DVLA
<b>Method</b>	Telephone
<b>Time / date</b>	09:17 Thursday 1 <sup>st</sup> September 2011

# Qualifications Check

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## Qualifications Check- detail

	Information given by candidate	Information from education establishment
<b>Establishment attended</b>	University of Manchester	Confirmed
<b>Attendance start date</b>	September 1993	Confirmed - 26 <sup>th</sup> September 1993
<b>Attendance end date</b>	June 1996	Confirmed - 30 <sup>th</sup> June 1996
<b>Course(s) studied</b>	Applied Mathematics	Confirmed
<b>Qualification</b>	BSc Honours	Confirmed
<b>Grade achieved</b>	Upper Second Class (2.1)	Discrepancy – Lower Second Class (2.2)

## Qualifications Check – audit trail

<b>Information confirmed by</b>	Kim Rogers, Student Records, University of Manchester
<b>Method</b>	Email
<b>Time / date</b>	10:47 AM Friday 2 <sup>nd</sup> September 2011

# Basic Criminal Records Check

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## Basic Criminal Record Check - details

<b>Name</b>	Joe Bloggs
<b>Date of birth</b>	18/06/1975
<b>Disclosure number</b>	11010010199977766
<b>Date of issue</b>	1 <sup>st</sup> September 2011
<b>Convictions listed</b>	YES – 3 unspent convictions listed see scanned copy of disclosure for details
<b>Cautions Listed</b>	NONE
<b>Other relevant information listed</b>	NONE

NOTE: In all cases a scanned copy of the disclosure certificate will be supplied as a scanned image attached to the report.



01 September 2011

## Imaginary Consulting LLP

Imaginary Consulting LLP  
78 Fleet Street  
London  
EC1V 8CM  
T: 020 0000 0000  
E: Imagico.uk.com

### Re: Joe Bloggs Reference

I can confirm the following details regarding Joe Bloggs employment with Imaginary Consulting LLP:

**Date of joining:** 3<sup>rd</sup> October 2009

**Date of leaving:** 21<sup>st</sup> January 2011

**Position held on leaving:** Consultant Public Sector

**Reason for leaving:** Redundancy

**Sick days in the last 12 months:** one

**Parental leave in the last 12 months:** none

Whilst we are pleased to supply references for all our former employees, all references issued by our company are confidential and without legal responsibility.

Yours sincerely

For and on behalf of Imaginary Consulting LLP

Zoe Hall

HR Executive